

## **3153 - CODE COMPLIANCE SUPERVISOR**

### **NATURE OF WORK**

This is highly responsible technical and supervisory work in the enforcement of various applicable national, state, and local laws, codes, ordinances relating primarily to health, zoning, and environmental regulations in the City's Department of Code Compliance. Employee plans, conducts, and various function of the division such as inspections, notices.

emphasis of work is on conducting and supervision of code compliance activities within assigned geographical or functional area that at times may be city wide. Work includes some field and extensive office duties.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

Plans, schedules, assigns, supervises, evaluates, and is accountable for assigning all functions of the division. Enforces and supervises the enforcement of applicable national, state, and local laws, codes, ordinances, and other regulations by issuing warnings and written notices of violation; follows departmental procedures for reinspection and actions required to ensure compliance.

Supervises field inspections of new and existing businesses, buildings, structures, premises, and marine facilities and activities.

Supervises and assists others in investigating and responding to unusual or difficult situations and resolving problems and complaints.

Interprets complex regulations for employees, other departments and the public.

Testifies in court, before related boards and Special Master; obtains documentation; prepares testimony; and assists others in same.

Prepares and maintains records, reports, and correspondence concerning inspection and enforcement work.

Researches and recommends new and modifications in procedures, methods, materials, equipment, and alterations to assist in compliance with acceptable standards.

Prepares and recommends amendments to City codes, ordinances, or other regulations.

Assists in the preparation of departmental budgeted.

Performs other work as required.

Prepares written and verbal responses to unusual or difficult problems, complaints (including those regarding employee performance), requests for extension of compliance time.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Thorough knowledge of relevant enforcement procedures.**

Thorough knowledge of the City and other agencies sufficient to respond to or redirect citizen inquiries.

Thorough knowledge of local geography, roadways, and jurisdiction boundaries.

Considerable knowledge of applicable national, state, and local laws, codes, ordinances, and other regulations.

Knowledge of supervisory principles and practices.

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Knowledge of various building trade including construction, modification, design, and repair methods, materials, and practices.

Ability to plan, organize, and supervise the work of field and office code compliance personnel on a divisional level.

Ability to read, understand, interpret, explain, and apply regulations.

Ability to enforce regulations tactfully, firmly, and impartially.

Ability to gather information from a variety of

## **MINIMUM REQUIREMENTS**

Graduation from a four year university with a degree in Public Administration, Criminal Justice or closely related field. A Master's Degree is preferable. Five years experience in building, zoning, or health code enforcement and supervisory experience from a city or county government of equal size to the City of Miami Beach. Experience may substitute on a year-for-year basis.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipments, such as, but not limited to: word processor, calculator, copier and fax machine. Some significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching and handling, sitting, standing, pushing and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

## **SUPERVISION RECEIVED**

General and specific assignments are received from the Assistant Director. Work is performed with considerable latitude for the use of independent judgment. Work is reviewed through evaluation of verbal and written reports and work products.

## **SUPERVISION EXERCISED**

Supervises, schedules, trains, assigns, evaluates, and is accountable for the work of inspectors, clerical, and other employees.